

Message Text

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PAGE 01 STATE 299412

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FM SECSTATE WASHDC

TO AMEMBASSY ABIDJAN

AMEMBASSY BANJUL

AMEMBASSY COTONOU

AMEMBASSY BISSAU

AMEMBASSY CONAKRY

AMEMBASSY YAOUNDE

AMEMBASSY FREETOWN

AMEMBASSY LAGOS

AMEMBASSY LIBREVILLE

AMEMBASSY LOME

AMEMBASSY MONROVIA

AMEMBASSY NDJAMENA

AMEMBASSY NOUAKCHOTT

INFO AMEMBASSY DAKAR

AMEMBASSY NIAMEY

AMEMBASSY BAMAKO

AMEMBASSY OUAGADOUGOU

AMEMBASSY ACCRA

UNCLAS STATE 299412

E.O. 11652: N/A

TAGS: AMAT

SUBJECT: ADMINISTRATIVE-MANAGEMENT CONFERENCE

1. AN ADMINISTRATIVE-MANAGEMENT CONFERENCE WILL BE HELD

IN DAKAR ON JANUARY 13-14 IN CONJUNCTION WITH VISIT OF AN

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PAGE 02 STATE 299412

ADMINISTRATIVE-MANAGEMENT ASSISTANCE TEAM (AMAT) TO NIAMEY,

BAMAKO, OUAGADOUGOU, AND ACCRA. SUBJECTS TO BE DISCUSSED INCLUDE SUPPLY MANAGEMENT, PROCUREMENT, TRANSPORTATION, MAINTENANCE, CASHIER OPERATIONS, INTERNAL FISCAL CONTROL, AS WELL AS OTHER AREAS OF GENERAL POST ADMINISTRATION.

2. POSTS ARE REQUESTED TO SEND ADMINISTRATIVE OFFICER (GSO OR BFO MAY ALSO ATTEND AT POST'S DISCRETION) AND SENIOR ADMINISTRATIVE FSL TO PARTICIPATE IN CONFERENCE.

3. AMAT CONSISTS OF WASHINGTON-BASED PERSONNEL OF BOTH AF AND A BUREAUS. MEMBERS ARE: NATALE GIACOBBI (OPR/ST), THOMAS JOHNSON (BF/FS), PHILLIP WALLS (A/OASIS), RICHARD SALAZAR (AF/EX) .WARREN NIXON (ELSO/ANTWERP), FRANK WALLACE (WACASC), AND REPRESENTATIVE OF RBFO ABIDJAN WILL ALSO ATTEND.

5. POSTS REQUESTED INFORM AMEMBASSY DAKAR, WITH INFO DEPARTMENT AF/EX, NAMES AND ARRIVAL DATES PARTICIPANTS.

6. FOR ABIDJAN--AMAT WILL OVERNIGHT ABIDJAN, JANUARY 25, BETWEEN OUAGADOUGOU AND ACCRA. PLEASE MAKE HOTEL RESERVATIONS FOR FOUR AMAT MEMBERS. SINGLES PREFERRED. ROBINSON

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